

POSITION DESCRIPTION

Directorate: Infrastructure Canberra

Division: Delivery – Places and Spaces

Branch: Arts and Sports

Position Title: Project Director, Canberra
Aquatic Centre

Position Number: P68806

Classification: Infrastructure Manager 3

Location: Canberra City

Last Reviewed: March 2025

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

WHAT WE DO

Infrastructure Canberra's (iCBR) vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure, and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces without our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindymarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of infrastructure designated by the ACT Government as major programs or projects.
- Coordinating and shaping the ACT Infrastructure Plan and Pipeline and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.
- Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

Delivery – Places and Spaces Group is accountable for whole of life asset management and maintenance and the delivery of property projects and programs.

This includes:

- Property and asset management and maintenance (reactive and planned)
- Commercial, leasing and licencing activities for Government and Community tenants
- Procurement and project management services for property and infrastructure projects
- Delivery of the Electrification of Government Gas Assets Program
- Delivery of the Cladding Rectification Program
- Delivery of the Public Housing Capital Program
- Management of the Canberra Theatre Redevelopment Program

The Group consists of industry professionals with the broad range of skills and expertise required to support whole of life asset management and the delivery of construction and property related projects. Delivery Places and Spaces works collaboratively with others to deliver welcoming and safe places and spaces for the community and Agencies.

ARTS AND SPORTS SECTION

The Arts and Sports Branch is responsible for the planning and delivery of major cultural and sporting infrastructure projects within Delivery – Places and Spaces. The Branch delivers a range of significant capital works projects, including the Canberra Theatre Redevelopment (Canberra Lyric Theatre), Canberra Aquatic Centre, Kingston Arts Precinct, Belconnen Basketball Stadium. The Branch also supports the Pathways Hub, an ACT Government initiative that promotes workforce participation and skills development within the construction industry. Through these projects and programs, the Branch contributes to the delivery of infrastructure that supports Canberra's cultural, recreational and community needs.

YOUR DUTIES AND RESPONSIBILITIES

The Project Director, Canberra Aquatic Centres will report directly to the Program Director, Arts and Sports Section.

Primary responsibilities of the role will include:

- Being the relationship lead for managing the external technical, planning and commercial advisor contracts to deliver pool infrastructure and related activities.
- Leading collaboratively relationships with iCBR and other key stakeholders to ensure alignment of the technical, commercial, legal, environmental and approvals aspects of infrastructure to ensure the successful delivery of the overall delivery program.
- Leading procurement discussions with the private sector, particularly in relation to technical, commercial, design, planning and environmental matters.
- Communicating project scope, deliverables, progress and aspirations to a variety of audiences.
- Ensuring robust risk management processes and strategies are in place to deal with contractual/commercial risks as soon as they are identified.
- Leading the development of procurement methodologies and delivery strategies for pool infrastructure.
- Managing transactions within the project budget and program.
- Coordinating delivery activities with relevant strategies and ACT Government initiatives.
- Liaising with senior stakeholders including other ACT Government and relevant Commonwealth departments, planning authorities and community and business groups.
- Establishing and implementing an appropriate safety culture across all aspects of Infrastructure delivery.

- Understanding and working within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

1. Extensive knowledge and experience in project and contract management, with demonstrated ability in overseeing, directing and coordinating procurement of capital works, including related services (e.g. planning, commercial, design, legal etc.). Proven ability to deliver projects within time, cost and scoping targets.
2. Demonstrated experience in project leadership and effective management of team members, contractors and stakeholders to deliver agreed project outcomes.
3. High level written and oral communication skills, with the ability to represent the directorate in high-level negotiations and liaisons with partnering directorates, suppliers, utilities authorities and other key stakeholders.
4. Strong understanding of the key commercial, financial, legal, technical, social and environmental drivers for the project. Further, a demonstrated ability to apply knowledge of legislation and planning to ensure that the Directorate and the Territory comply with legislative and planning requirements.

Behavioural Capabilities

5. Proven professional approach and ability to actively engage a broad range of stakeholders to develop and maintain effective and sustainable working relationships within iCBR, partner directorates and across Government and industry to benefit infrastructure delivery.
6. Demonstrated ability and desire to proactively deliver high-quality outputs under tight timeframes, to work to multiple deadlines, and deliver results under pressure.
7. Demonstrated understanding of and commitment to fostering the ACT Government and Infrastructure Canberra values frameworks, including workplace respect, equity and diversity (RED) framework, workplace health and safety best practice, industrial democracy principles and practice, and requirements under the Territory Records Act.

Compliance Requirements / Qualifications

Positions classified as an Infrastructure Manager/Specialist require the occupant to hold recognised qualifications and/or experience in one or more of the following fields:

Mandatory:

- **Engineering** – a four-year degree or higher qualification accredited by Engineers Australia or Professionals Australia for recognition as a Professional Engineer (including recognition of equivalent overseas Engineering qualifications) and a minimum of ten years relevant experience in Engineering; or
- **Architecture** – a three-year degree or higher qualification accredited by an Australian State or Territory architecture authority for recognition as a Professional Architect (including recognition of equivalent overseas qualifications) and a minimum of ten years relevant experience in Architecture; or
- **Project Management** – either:

- a. a diploma in Project Management accredited by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
- b. certification by a professional body, such as the Australian Institute of Project Management (AIPM), to the level of Certified Practicing Project Director (CPPD) or Certified Practicing Portfolio Executive (CPPE), in addition to a relevant degree or higher qualification issued by an Australian State or Territory tertiary education institution or an equivalent overseas qualification that is eligible for reciprocal recognition in Australia and a minimum of ten years relevant experience in project management; or
- c. have at least 10 years' relevant experience in project management, as described in the work levels.

Desirable:

- The position requires substantial experience in construction responsibilities of large-scale infrastructure projects.
- Knowledge of the ACT Government or other State Government procurement and delivery processes would be highly regarded.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally